

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-02-11075/0001	3. EFFECTIVE DATE 08/21/03	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-02-11075	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-02-11075
		✓	9B. DATED (SEE ITEM 11) 07/17/03
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to make changes to the RFP as a result of questions submitted by offerors, and to extend the closing date to 2:00 pm, local time, on September 12, 2003.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KRISTIN WRIGHT	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section B clause entitled "OTHER DIRECT COSTS (EP 52.231-110) (APR 1984)" has been modified. The text is as follows:

Other Direct Costs (such as travel, equipment rental, meeting facilities, postage, communications, or copying) in excess of the following are not allowable as a charge to this contract without the prior written approval of the Contracting Officer:

Period	Base Amount	Optional Quantity Amount
BASE Period	\$48,500.00	(TBD as options are exercised)

2. The Section C clause entitled "STATEMENT OF WORK--CONTRACT WHERE WORK IS ORDERED BY WORK ASSIGNMENTS OR DELIVERY ORDERS (EP 52.210-110) (APR 1984)" has been modified. The text is as follows:

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Statement of Work.

The Contractor shall perform work under this contract only as directed in Work Assignments issued by the Contracting Officer.

**STATEMENT OF WORK FOR TECHNICAL SUPPORT FOR THE
OFFICE OF CHILDREN'S HEALTH PROTECTION**

I. BACKGROUND

The Office of Children's Health Protection (OCHP) of the U.S. Environmental Protection Agency is charged with making the protection of the elderly and children's health a fundamental goal of public health and environmental protection in the United States. OCHP supports and facilitates Agency efforts to protect children and elderly health from environmental threats. The office works to (1) help EPA set standards that are protective of any heightened risks faced by the elderly and children, (2) support development and refinement of scientific research strategies focused on identifying and filling gaps in knowledge regarding elderly and child-specific susceptibility and exposure to environmental pollutants, (3) develop new, comprehensive policies to address cumulative and simultaneous exposures faced by the elderly and children, (4) expand community right-to-know allowing families to make informed choices concerning environmental exposures to the elderly and children; (5) encourage and expand educational efforts with

health care providers and environmental professionals so they can identify, prevent, and reduce environmental health threats to the elderly and children, (6) encourage parental responsibility for protecting their children from environmental health threats by providing them with basic information, (7) further state efforts to protect children and the elderly; and (8) facilitate efforts inside and outside the Agency to protect children from environmental health hazards where they live, learn, and play.

OCHP is responsible for both elderly and children's health initiatives to the extent authorized under the following statutes: Clean Water Act, Section 104(b)(3); Safe Drinking Water Act Section 1442; Clean Air Act, Section 103(b)(3); Toxic Substances Control Act, Section 10; Solid Waste Disposal Act, Section 801; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; and Comprehensive Environmental Response, Compensation and Liability Act, Section 311.

II. PURPOSE

The purpose of this contract is to provide scientific, medical, economic, technical, analytical and statistical support for strategic planning efforts; training, public education, outreach, technology transfer and communications with other EPA offices, States, Tribes, municipalities, local governments and the public; peer consultation and peer review support services consistent with the Agency Peer Review Policy; support for evaluating cross-media and multi-Agency scientific, medical and technical guidance, guidelines, policies, and practices to ensure the goals of protecting children and the elderly are addressed; develop and update of Web based information transfer systems; and development of a record's management system to ensure institutionalizing the programs development and implementation.

All work required under this contract shall be defined in work assignments issued by the Contracting Officer.

III. GENERAL REQUIREMENTS

1. The contractor shall appoint a technical person to serve as the Project Manager for this contract. The Project Manager shall be the main point of

contact for the contract; shall be responsible for the performance of work under this contract and shall be designated a key person in accordance with the Key Personnel Clause in EPAAR 1552.237-72. The contractor shall manage all aspects of this contract and shall be solely responsible for the direction of all contractor, subcontractor and consultant personnel who may be involved in the performance of the contract.

2. The contractor shall supply the necessary labor, materials, equipment, services, facilities, and necessary professional, technical and support personnel required for the performance of each work assignment under this contract. The contractor shall develop and institute internal management controls that shall assure that in the performance of this contract, the contractor shall not provide personal services nor perform inherently governmental functions. The contractor shall submit to the Project Officer all hard copies of information and literature acquired.

3. In evaluating and performing the services required under this Statement of Work, the contractor shall certify that conclusions are based on available data and shall submit all relevant information used in developing conclusions or options for review and approval.

4. All reports, papers, etc., prepared by the contractor shall be submitted in draft form. The contractor shall submit the completed draft for review and approval by government officials. The drafts submitted shall include copies of the literature cited or make references to all citations in the document for verification and approval. No documents or information shall be released or disclosed to the public without prior government review and approval.

5. The contractor shall arrange travel only in accordance with the Federal Travel Regulations. The use of contract funds to reimburse travel is strictly limited to logistical support for speakers, and scientific and medical experts who directly contribute to the requirements of specific contract performance related to the SOW of the contract.

6. In order to complete the work required by individual work assignments, the Contractor may require access to data or information that has been claimed by an outside party as Confidential Business Information (CBI). The Contractor shall abide by the CBI requirements of this contract.

7. Individual work assignments may require the Contractor to contact Federal, State, Tribal, local agency or business personnel and the general

public. To preclude any likelihood that Contractor staff could be assumed to be EPA employees or improperly representing EPA, Contractor personnel shall identify themselves orally by their name and organization and physically display this information by wearing badges or other identification whenever they participate in activities, such as meetings or training sessions, with EPA, Federal, State, local personnel or with the general public. When in attendance at meetings, the contractor's attendance shall be limited to that portion of the activity for which the contractor is required in order to meet the requirements of the SOW.

8. Reports submitted by the Contractor that contains recommendations to the Agency (which shall be used by EPA personnel in developing policy) must explain and rank policy or action alternatives. The Contractor shall describe the procedures used to arrive at recommendations, summarize the substance of deliberation, report any dissenting views, list the source relied upon, and make clear the methods and considerations upon which the recommendations are based.

9. The government shall make all final determinations. The contractor shall not interpret EPA policy on behalf of EPA nor make decisions on items of policy, regulation, or statute. The contractor shall not take a stand on the merits of substantive items under discussion.

10. The Contractor must communicate by telephone with the WAM to discuss the progress of the tasks as often as required in the individual work assignments. Additionally, these telephone conversations must be followed by either an email or written communication.

11. The contractor shall be equipped with appropriate equipment and software necessary to complete all tasks under this contract. The equipment and software shall be compatible with that used in OCHP. Examples of computer hardware include personal computers, printers, scanners, CD-RW, and LCD projectors. Examples of computer software include most recent versions of word processing (WordPerfect and Word), presentation (e.g., PowerPoint), desktop publishing, spreadsheet (Excel and 1-2-3), database, GIS, and statistical analysis software.

12. No contractor shall perform equal services under the contract without the advance written approval of EPA's Office of General Counsel.

IV. WORK AREAS

OCHP requires support in the following work areas. Work shall be ordered through work assignments.

1. Scientific and Risk Assessments

The contractor shall compile, categorize, organize, summarize and format information on components of EPA Agency regulations, standards and related programs for use in management reports and briefings, to support EPA decision-making and to provide to the public and other interested parties.

The contractor shall provide support for collecting new scientific, medical, and technical information for preparation of new or revised program guidance documents. The contractor may be required to conduct literature searches using databases identified in work assignments. The contractor shall organize, index and assess the available information as well as identify data gaps and discrepancies or inconsistencies in the data sources. The contractor shall provide the resulting technical information in a designed format.

2. Regulatory and Economic Assessments

The contractor shall provide scientific, medical, technical, analytical and/or economic review and prepare draft comments on regulations, data, guidelines/guidance, models, risk and economic assessments, studies and policies related to elderly and children. OCHP plans to conduct a thorough review of and participate in the regulatory development process of rules that affects children's health. The regulatory review support may include the following:

- ~ Assisting in the review of risk assessments (including data, assumptions, models, and other inputs) and/or preparing risk assessments for children
- ~ Assisting in the review of economic analyses (including data, assumptions, models, and other inputs) and/or preparing economic analyses
- ~ Conducting literature searches on risk assessment and economic topics
- ~ Writing white papers dealing with specific children's environmental health issues and regulatory actions

3. Environmental Health Indicators and Data Analysis

The contractor shall support OCHP's work on children's environmental health indicators. The contractor shall assist OCHP by developing, collecting, and compiling data on potential environmental health indicators of environmental exposures (including body burden) and health effects (and outcomes). In addition to the national indicators, OCHP shall also focus on indicators that describe differences in geographical (national, regional, state, and local levels) as well as sub-population characteristics.

4. Outreach Support

The contractor shall develop for EPA approval a range of outreach materials designed specifically to relay the message to a specific audience that portrays the activities that are implemented and managed by OCHP and EPA in support of this statement of work. These materials include brochures, presentation boards, slide shows, fact sheets, pamphlets, posters, Internet layouts, physical models, and other communication tools. The materials shall be developed for use in media events, programs and other venues aimed at the public and stakeholders. All such materials shall be developed in accordance with EPA policies. In addition, the contractor shall provide materials for presentation and handout. These activities shall only be performed directly in support of the technical requirements of this SOW.

a. Preparation of Informational and Educational Materials:

Developing information brochures, displays, growth charts, magnets, and other materials designed to get a message out in the U.S. and overseas (including preparation of materials to be used in public schools and other educational institutions). This support may require cultural adaptation and translation to and from foreign languages.

b. Preparation of Graphics and Audio-visuals: Providing high quality graphics for briefing, meetings, workshops, and public presentations, or for general information dissemination. This support shall include, but is not limited to, power point, drafting of figures, composition and production of 35-mm slides or view graphs, posters, charts, videos, or computer programs with animation, and translation. Quick response with capability for multiple revisions is required.

c. Public Presentations: Provide support to assist EPA in making public presentations. The following represent the types of tasks which

the Contractor may be required to perform as specified in individual task orders: (i) collect, compile, organize, and summarize information to be used for various public presentations; (ii) transcribe verbal comments; catalog, index, and summarize all comments received at public hearings and OCHP meetings; and (iii) provide review and written summary of public comments or input that results from public proceedings.

d. Analyses of Public Opinion: Conducting analysis of public opinion, both as it explains current behavior, and as it might help or hinder policy objectives. The contractor shall also be prepared to provide support in the design and implementation of public education programs.

e. Marketing Studies: Designing and targeting outreach efforts consistent with state-of-the-art marketing and deployment techniques, including the analysis of specific potential market segments identified by EPA, development of communication strategies and outreach campaigns to effectively reach the targeted audience. Potential audiences could include the general public, spanning all economic sectors and large or small public or private organizations in the U.S. or internationally.

f. Awards and Recognition: Design and produce appropriate plaques and other awards to recognize and encourage superior work to protect children's health.

5. International

OCHP participates in G8, UN, WHO, CEC, and other bilateral activities to protect children's health. The contractor shall prepare background materials on children's health issues for use in international meetings and negotiations and prepare presentation slides and supporting materials. The contractor shall also assist in the review of materials prepared by participants in international discussions.

6. Strategic Planning

The contractor shall compile, review and summarize information needed for preparation of reports, analysis and summaries to determine children's health protection priorities and program implementation. The contractor shall provide data and documentation to be used by EPA in its analysis of issues and options

and prepare written reports and documentation. Deliverables may include data summaries, scientific, medical, technical reports, case studies, economic analyses, options papers or issue papers. The contractor shall clearly describe and document the data and information gathering activities; clearly display, characterize and interpret the data and information collected; and clearly explain the assumptions made, indicate the sources used and not used, and clearly explain the methodological choices made both conceptually and in the data selection. EPA shall fully review all contractor analysis and shall make final determinations with regard to program objectives and policy.

7. Regional and State Planning

The contractor shall compile, categorize, organize, summarize and format information on components of Federal and State programs relating to children's health for use in management reports and briefings, to support EPA decision-making and to provide to the public and other interested parties. Information shall be readily available from existing databases, EPA regional offices, Headquarters programs, other Federal agencies and public sources. The contractor shall organize, index and assess the available information as well as identify data gaps and discrepancies or inconsistencies in the data sources and provide the resulting technical information in a designated format. The contractor shall provide detailed substantiation of all assessments made of technical information. The EPA Project Officer shall review the information for technical soundness and adherence to Agency policy.

8. Training

The contractor shall provide training course development and delivery. Using materials provided or cited by EPA and with a structure provided by or approved by EPA in advance, the Contractor shall develop training material and case studies for workshops, conferences or training courses being conducted in relation to other parts of this SOW. Using materials previously approved by EPA, the Contractor shall present portions of a workshop or training session or facilitate discussion among participants. Contractor personnel shall be identified as such at all times.

9. Facilitation and Logistical Support for Meetings and Conference Planning

The contractor shall organize and provide support in arranging workshops, conferences, training sessions and public meetings and bringing together

appropriate individuals to address various issues and concerns raised by EPA for selected children's health topics. **For proposal purposes, the average number of attendees/participants will number 40. The average duration of each meeting will be 2 to 3 days.** Meeting support shall be limited in scope and shall cover only those meetings that are required to carry out requirements of the SOW.

The contractor shall support EPA by providing information or suggestions to EPA for developing agendas and shall clerically prepare those agendas, preparing drafts of technical information for use in briefing materials, identifying and inviting speakers and experts, arranging for meeting space when government space is not available, arranging for appropriate audio-visual equipment, providing advance announcements and information, registration support, preparation of visual aids, preparation of case studies, interactive activities and role- playing activities compilation of results and preparation of minutes and summary reports. Types of meetings supported under this SOW include the following:

- a. Scientific, Medical and Technical Workshops: Groups of experts convened to provide "state of knowledge" summaries for EPA on topics covered by this SOW. The contractor's proposal shall include provisions for reimbursing the experts for their travel expenses and providing them with uniform stipends.
- b. Outreach and Stakeholder Meetings: Public forum for dialogue on topics covered by this SOW. Facilitate collection of information and public opinion for EPA decision- makers. Conduct roundtables and policy formulation exercises to improve communication between interested groups. Information obtained by the contractor shall be in accordance with the Paperwork Reduction Act, as set forth in clause 1552.237-75.
- c. Recognition Events: Logistical support could include scheduling and arranging facilities for nation and local award ceremonies, mailing invitations and responding to inquiries, arranging audio- visual presentations, and commissioning plaques or other awards.
- d. Training Sessions: Develop training materials and case studies for classroom courses, facilitated and stand- alone videos, satellite presentations. Prepare training manuals, instructor's guides and all other course-related materials. Present such training to EPA, State,

local personnel and the public including non-profit academic and industry organizations, at EPA Headquarters, Regional Offices and other specified locations throughout, and occasionally outside, the U.S.

e. *Children's Health Protection Advisory Committee Meetings:*

Assist EPA in supporting the Children's Health Protection Advisory Committee (CHPAC), chartered under the Federal Advisory Committee Act. The CHPAC provides advice, information, and recommendations to the EPA on regulations, guidance and policies that address children's health. The contractor shall provide logistics and facilitation support for both the plenary and work groups including, but not limited to, including procuring meeting space, travel arrangements for CHPAC members, providing material to members, meeting planning and documentation, and meeting follow-up.

f. *President's Task Force on Environmental Health and Safety*

Threats to Children Meetings: Assist EPA in supporting the President's Task Force on Children's Health Risks and Safety Risks. The Task Force, comprised of 15 cabinet departments and White House agencies and co-chaired by the Secretary of the Department of Health and Human Services and the Administrator of the Environmental Protection Agency, recommends and implements Federal government's strategies for protecting children's environmental health and safety. The contractor shall provide support for pre-meeting preparation logistics, including meeting invitations, tracking responses, answering logistical questions, as well as distribution of post meeting material.

Types of tasks that the Contractor may be required to perform as specified in individual task orders include the following:

- a. The contractor shall perform tasks that require collecting and disseminating information through reports, expert meetings, conferences, colloquia, and other means of data-gathering and dissemination that are necessary to accomplishing the mission of the scope of work as well as the mission of the Agency.
- b. The contractor shall have methods in place to identify and retain appropriate participants, facilitators, translators, and logistical assistance, provide meeting facilities and necessary supporting equipment, and produce agendas, records, and proceedings. The

contractor shall develop agendas to be reviewed and approved by EPA. The contractor shall prepare the necessary mailing lists, announcements, and press releases to notify potential attendees for meetings.

c. The contractor shall provide complete logistical support for planning and conducting conferences, workshops, meetings, hearings, seminars and teleconferences. Provide facilities, prepare and mail information packets, register participants, provide audio-visual and recording equipment, prepare audio-visual materials, speaker notes, and handouts. Reproduce meeting materials, facilitate, record and report sessions. Prepare and deliver presentations. Compile evaluation reviews. Conduct other incidental logistical activities.

d. Provide program information networks including development and operation of Internet sites, bulletin boards and hotlines; prepare information abstracts and newsletters; maintain and distribute information.

e. Develop information management technologies, data systems and approaches for implementation of systems related to internal tracking of elderly and children's health activities and dissemination of information to the public, especially via the internet.

f. Recommend and produce camera-ready outreach and educational materials for EPA, State and local officials, schools, the public and other interested parties on elderly and children's health related programs. Materials may include videos, brochures, pamphlets, posters, calendars, course curriculums, case studies, and other informational materials.

g. Compile and summarize information and materials for use in public awareness initiatives and to promote public involvement.

h. Collect and summarize information for press briefings and new releases about innovative case studies and program initiatives.

i. Distribute program materials to Regions, State, the public, and the regulated community.

10. Information Management

The Contractor shall assist in information management activities. The following represent type types of tasks that the Contractor may be required to perform as specified in individual task orders:

- a. Perform data system design, development and analysis, systems updates, quality assurance reviews, data entry, guidance development, and training for information systems used by EPA for program support. This may include compiling information from various government, educational and industry sources and converting it into a format suitable for uploading into various electronic or Internet-based data systems.
- b. Recommend options for updating user guides for information collection and management systems.
- c. Compile and/or update compendia, both as hard-copy and in electronic format, of elderly and children's health related documents
- d. Design files and records maintenance methods for efficient management of program information
- e. Conduct feasibility studies and provide support services regarding application of automatic data processing to elderly and children's health situations.
- f. Recommend options for statistical analysis systems or database programs and software to analyze data
- g. Provide options, pilot tests, and advice on methods for EPA implementation of new or different systems for data management
- h. Conduct other information management and analysis support functions such as literature searches and developing industry/sector profiles

11. Website Management

The contractor shall provide on-going assistance in revising and updating the OCHP web sites (for both children and elderly sites). The contractor shall search for relevant links, provide regular updates, and design additional pages and

content as needed. On-going web site support could include, but not limited to, the following:

- ~ Conducting news, announcement, event, link, and literature searches for children's environmental health issues
- ~ Conducting searches for state activities
- ~ Writing white papers dealing with specific children's environmental health issues
- ~ Preparing web-ready, plain English fact sheets
- ~ Incorporating video and audio capability
- ~ Making the sites ADA-compatible
- ~ Creating parallel web sites in Spanish (including translation of existing materials)

12. Peer Review

The contractor shall provide peer consultation and peer review services to OCHP consistent with the Agency Peer Review Policy. The purpose of peer review is to uncover any scientific, medical, technical problems or unresolved issues for use in revising a preliminary product so that the final work product shall reflect sound technical information and analyses. Support in this area shall be specifically defined in written work assignments identifying the subject matter and specific areas of expertise required. The contractor shall not conduct peer review of documents prepared by the contractor, its subcontractors or consultants. The EPA Peer Review Handbook can be found at: <http://www.epa.gov/ord/spc/prhandbk.pdf>

- a. Each peer review or letter review performed by the contractor shall be performed by a minimum of three contractor reviewers per document or methodology prepared by the EPA. Peer review meetings must have a minimum panel size of five (5) experts. The size and expertise of peer reviewers must be made in consultation with OCHP.
- b. The contractor shall insure that experts in the topic subject matter who has publications or known research in the area performs all peer review work. Reviewers selected by, and working for, the contractor shall be approved by the EPA project officer in writing prior to their beginning work. Approval submissions shall include the reviewers' names and curriculum vitae. It is the responsibility of the contractor to

insure that all peer reviews are conducted in a manner to avoid all actual, potential, or apparent conflicts of interest.

c. The contractor shall provide the written peer reviews with all supporting materials to the Project Officer within thirty calendar days following its receipt of the document to be peer reviewed. Each contractor peer review deliverable shall include: written general comments, specific changes or revisions required to improve clarity and scientific accuracy of the document, and any new data that might contribute to the scientific accuracy.

d. Peer reviews may be conducted by mail or may require Peer Review meetings. The contractor shall organize and provide support in arranging and conducting peer review meetings.

13. Literature Review

The contractor shall provide reviews of literature in subject areas covered by this scope of work. The contractor shall conduct thorough searches for written information including books, reports, journal articles, conference proceedings, and unpublished documents. These reviews shall include preparing of bibliographies. When required by the work assignment, bibliographies shall be annotated with the contractors providing summaries and/or evaluations of source documents.

14. Quick-Turn-Around Tasks

The contractor shall have the capability for quick turn around tasks to support the subject areas covered by this SOW. Quick turn around tasks may include preparing briefings, presentation slides, briefing papers, outreach materials, literature searches, technical assessments, and topical memoranda within a two to four week time frame.

3. The Section H clause entitled "OPTION TO EXTEND THE TERM OF

THE CONTRACT--COST-TYPE CONTRACT (EPAAR 1552.217-71) (APR 1984) DEVIATION" has been modified. The text is as follows:

The Government has the option to extend the term of this contract for 4 additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods:

Period	Start Date	End Date
-----	-----	-----
Option Period I	Award Date + 12 Months	Award Date + 24 Months
Option Period II	Award Date + 24 Months	Award Date + 36 Months
Option Period III	Award Date + 36 Months	Award Date + 48 Months
Option Period IV	Award Date + 48 Months	Award Date + 60 Months

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort (Direct Labor Hours)
-----	-----
Option Period I	7,820
Option Period II	7,820
Option Period III	7,820
Option Period IV	7,820

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fees for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total
-----	-----	-----	-----
Option Period I	_____	_____	_____
Option Period II	_____	_____	_____

Option Period III	_____	_____	_____
Option Period IV	_____	_____	_____

(d) If this contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Period	Amount
-----	-----
Option Period I	\$50,000.00
Option Period II	\$51,500.00
Option Period III	\$53,000.00
Option Period IV	\$54,600.00

4. The Section H clause entitled "OPTION FOR INCREASED QUANTITY--COST-TYPE CONTRACT (EPAAR 1552.217-73) (JUN 1997)" has been modified. The text is as follows:

(a) By issuing a contract modification, the Government may increase the estimated level of effort by:

Period	Level of Effort (Direct Labor Hours All Increments)
-----	-----
BASE Period	2,850
Option Period I	2,850
Option Period II	2,850
Option Period III	2,850
Option Period IV	2,850

The Government may order a maximum of (6) option increments to increase the level of effort in multiples of 475 hours per increment during any given period.

The estimated cost and fixed fee of each increment is as follows:

Period	Estimated Cost	Fixed Fee	Total
Base Period	_____	_____	_____
Option Period I	_____	_____	_____
Option Period II	_____	_____	_____
Option Period III	_____	_____	_____
Option Period IV	_____	_____	_____

(b) When these options are exercised, paragraph (a) of the "Level of Effort" clause and the "Estimated Cost" clause will be modified accordingly.

(c) If this contract contains “not to exceed amounts” for elements of other direct costs (ODCs), those amounts will be increased as follows:

Period	Amount Per Increment	Amount All Increment
-----	-----	-----
Option Period I	\$2,085.00	\$12,510.00
Option Period II	\$2,150.00	\$12,900.00
Option Period III	\$2,215.00	\$13,290.00
Option Period IV	\$2,285.00	\$13,710.00

5. The Section L clause entitled "Instructions for the Preparation of Technical Proposals" has been modified. The text is as follows:

Technical Proposal Instructions

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions

These instructions are provided for the development of a clear and readable technical proposal. It should be regarded as a separate or readily detachable part of the total proposal package. Offerors are urged to prepare a technical proposal which is specific and sufficiently detailed to allow a complete evaluation of your method for satisfying the requirements set forth in the Statement of Work.

The following information provides further details regarding the written technical proposal. Please note that the terms "Offeror", "you", "your", etc., as used below, refer to the prime contractor, all subcontractors, consultants, and any other team contractors.

The technical proposal should address how the contractor will accomplish the tasks set out in the statement of work. Written proposals should consist of six sections: Corporate Experience, Personnel, Technical Approach, Management Plan, Past Performance and Small Disadvantaged Business Participation. Each of these sections is linked to the corresponding evaluation criterion detailed in the Section M provision, EPAAR 1552.215-71, entitled Technical Evaluation Factors for Award of this RFP. In addition, technical proposals should follow and be organized consistent with the order of the technical evaluation criteria and should include information addressing each of the criteria to enable EPA to evaluate the offeror's response to each of the technical evaluation criteria.

A. General Instructions

Technical proposals should be prepared using the following guidance:

1. Length – The maximum length of the technical proposals should be limited to 300 single sided or 150 double sided typewritten pages on 8 ½ x 11" paper, using no less than 12 point character size and no less than an average of 3/4" all around for margins. Any pages exceeding the page limitation will not be reviewed or evaluated. The following items are excluded from the above stated page limitation: letters of transmittal, cover page, table-of-contents and dividers. Foldout pages are considered as the total number of 8 ½ x 11 inch pages or fractions thereof that they fit. Type size limits do not apply to Tables and Figures, provided they are clear and readable. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal and adhering to the recommended page limitation.

2. Organization – Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must provide sufficient basis for a thorough evaluation. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:

1. Corporate Experience
2. Personnel
3. Technical Approach

4. Response to Sample SOW
5. Management Plan
6. Past Performance
- g. Small Disadvantaged Business Participation

3. Charts – Offerors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts whenever possible through the use of charts, lists, matrices, diagrams, tabulations, etc.

4. Prohibition of Cost Data – All costs or pricing details must be omitted from the technical proposal.

5. Exceptions – Any exceptions or conditional assumptions taken with respect to the requirements of this RFP should be fully explained. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

B. Required Sections of the Written Proposal

a. Corporate Experience: Offerors should submit the information requested below as part of their proposal for both the offeror and any proposed subcontractor for subcontracts expected to exceed \$500,000.

Provide a list of corporate experience in the field of technical endeavor which would especially qualify your company for this requirement. List all prime contracts and subcontracts in which any performance has occurred of a comparable or related size, nature, and complexity for the Government and private industry in the past three (3) years, and furnish the following:

1. Contracting agency (Company), address and phone number
2. Contract number and type of contract
3. Date of contract, period and place of performance
4. Address and phone number of Contracting Officers and technical officers
5. Turnover percent of contract personnel per year
6. Size of contract (average number of professional technical personnel by Contract year; personnel by contract year per category) and dollar value
7. Brief description of contract work, responsibilities, and products
8. Indicate comparability to proposed effort. It is not sufficient simply to state that it is comparable in magnitude and scope. Rationale must be provided to convince the Government that it is indeed comparable.

9. Discuss any major technical problems encountered and how they were overcome
10. If you propose to use subcontractors who will occupy a major role in this effort, provide as much detail listed above, as available, on these subcontractors.

b. Personnel:

Offerors should demonstrate the extent to which they possess the appropriate technical knowledge and expertise on the requirements and tasks described in the SOW. In addition, the offerors should demonstrate the relevant knowledge, skills and abilities of all proposed personnel within their respective subject areas, and their ability to perform the typical duties associated with their proposed position. Offerors should demonstrate how all of the proposed personnel, key and non-key, meet the minimum qualification requirements for education and relevant experience as defined in the Section H clause entitled “Definitions of Labor Classifications”.

Key Personnel:

This RFP identifies the Program Manager, P-4 and P-3 equivalents as Key Personnel to be included in the clause in Section H. Offerors should identify the names and positions of any other individuals proposed for key personnel positions in their technical proposals. Offerors should demonstrate the relevant project management, and availability of key personnel proposed for this requirement. Offerors should demonstrate that proposed key personnel have the ability to manage and complete all work assignments listed in the SOW, based on their experience, academic qualifications training, availability for this contract, accomplishments, and knowledge. Offerors should discuss the composition of the group, positions within the overall organization, and experience to resolve expected problems, as they arise.

Offerors should indicate the percentage of time that each of the key personnel will be committed to the contract. The proposal should indicate if personnel are prime contractor employees, subcontractors or consultants, and should include letters of commitment for consultants and subcontractors.

The proposal should specify the continuous availability of key personnel through the level of effort to be contributed to this project (expressed in percentage of the individuals’ time), and should discuss the availability of key personnel for short-turnaround tasks.

Describe the capacity of your organization with respect to current employee equivalent availability. If proposed key employees are not currently employed by the prime contractor, state the number and types of skills of persons who would have to be hired and your plan for obtaining these personnel.

RESUMES - Offerors should provide a summary description of the qualifications of the Program Manager and other key personnel proposed to staff the contract. Resumes for the Program Manager and other key personnel are required. Resumes should be uniform in format but are not to exceed three pages each. All resumes should be signed by the individual and a corporate official certifying the accuracy of the information contained therein.

Resumes should include brief discussions on how the individual meets the minimum qualification requirements for education and relevant experience as defined in the Section H clause entitled "Definitions of Labor Classifications". All resumes for proposed personnel must provide, at a minimum, the following information:

- Degrees held and/or other pertinent education, including date(s), degree(s), and respective college or university in which the degree(s) were received.
- Years of experience, training, unique qualifications, positions held (beginning with current position and working backwards), and tenure with the firm. If the individual is proposed as a new hire, signed Commitment Agreements between the individual and offeror should be included in the technical proposal.
- The work history of each individual as it relates to the anticipated work area(s)/task(s) to be assigned to that individual. A description of significant projects and accomplishments. Include dates for the various kinds of experience shown. It must be clear from the information presented on the resumes that the proposed individual meets the minimum education and work experience requirements described in the SOW.

c. Technical Experience and Approach: Offerors should submit a detailed and complete plan for the execution of each task in the Statement of Work (SOW). The plan should address the offeror's technical understanding, knowledge, capability and approach to meet all the task areas described in the SOW. Offerors should demonstrate that their proposed methodology and approach is appropriate, complete and of high quality overall.

Offerors should discuss their technical experience in providing high quality

products and services similar to those described in the SOW, in performing these tasks concurrently and based on immediate or short lead time. The approach should clearly and fully demonstrate an understanding of the requirements for the technical problems inherent to the end objectives, and present valid and practical solutions for the problems.

Technical proposals should express how the contractor proposes to comply with the work statement and a full explanation of the techniques and procedures the contractor will follow. Offerors should document the mechanisms that will be used to access subcontractors and consultants in the various discipline areas.

d. Response to Sample Statement of Work: In order to better assess technical approach, offerors should also respond to the sample Statement of Work (Attachment 1) and prepare a work plan that describes how each task will be accomplished. The Work Plan should address:

- a. Major issues they identify concerning the work assignment;
- b. Major milestones or activities for the SOW tasks (sub-tasks)
- c. Estimated time frames/schedules to complete these major milestones or activities;
- d. Decision points and responsible parties making the decision;
- e. Contractor actions, EPA actions, actions by other parties;
- f. Potential problems or bottlenecks to project completion and proposed solutions.

e. Management Plan: The offeror should submit a management plan describing the personnel, methods, procedures, and resources that will be used to manage this contractual effort.

The management plan should include a description and organizational chart of the personnel proposed for accomplishing the objectives of this RFP.

At a minimum the plan should discuss:

- i) Overall description of the corporate structure, identification of the Project Management Team and its location within the corporate structure
- ii) Lines of communication between the EPA program management and the offeror's program management, and the lines of communication between the Prime and Subcontractor's management
- iii) Methods to be employed to manage subcontractors and consultants, and distribution of work between prime and subcontractors

- iv) Methods to be used for technical progress and financial status reporting
- v) Methods to be used to monitor projects and to ensure timely, professional and quality performance, and to respond to urgent tasks
- vi) General management practices for handling and resolving problems

f. Past Performance: Offerors should provide the information requested in EPAAR 1552.215-75, entitled Past Performance Information, included in Section L of this RFP.

g. Small Disadvantaged Business Participation: Offerors should provide the information requested in EPAAR 1552.219-72, entitled Small Business Participation Program, included in Section L of this RFP.

6. The Section L clause entitled "Organizational Conflict of Interest" has been added. The text is as follows:

The offeror shall submit, along with its business cost proposal, an Organizational Conflict of Interest Plan describing the system that will be employed to identify actual or potential conflict of interest situations that may arise as a result of the work under this contract. The offeror will describe the steps that will be taken to avoid or mitigate an actual or potential conflict. The offeror must address both organization and site specific conflicts of interest for past and future work. This plan shall be developed utilizing Attachment 3, "Minimum Standards for EPA Contractors' Conflict of Interest Plans," as a guide.

7. The Section L clause entitled "Breakout of Hours for Labor Classifications" has been modified. The text is as follows:

Offerors shall use the following labor classifications in preparing their technical and cost proposals.

(a) Definition of labor classifications. The direct labor hours appearing below are for professional and technical labor only. These hours do not include management at a level higher than the project management and clerical support staff at a level lower than technician. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed. Additionally, the hours below are the workable hours required by the Government and do not include release time (i.e., holiday, vacation, etc.).

(b) Distribution of level of effort. Submit your proposal utilizing the labor categories and distribution of the level of effort specified below:

P1

Period	Base Amount	Optional Amount
-----	-----	-----
BASE Period	1,360	425
Option Period I	1,360	425
Option Period II	1,360	425
Option Period III	1,360	425
Option Period IV	1,360	425

P2

Period	Base Amount	Optional Amount
-----	-----	-----
BASE Period	2,125	650
Option Period I	2,125	650
Option Period II	2,125	650
Option Period III	2,125	650
Option Period IV	2,125	650

P3

Period	Base Amount	Optional Amount
-----	-----	-----
BASE Period	2,975	1,275
Option Period I	2,975	1,275
Option Period II	2,975	1,275
Option Period III	2,975	1,275
Option Period IV	2,975	1,275

P4

Period	Base Amount	Optional Amount
-----	-----	-----
BASE Period	1,360	500
Option Period I	1,360	500
Option Period II	1,360	500

Option Period III	1,360	500
Option Period IV	1,360	500

(c) When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs. If your company proposes an average rate for a company classification, identify the professional or technical level within which each company category falls.

8. The Section L clause entitled "Instructions for the Preparation of Cost Proposals" has been modified. The text is as follows:

COST PROPOSAL INSTRUCTIONS

TABLE OF CONTENTS

CONTENTS

- I. General**
- II. Direct Labor**
- III. Other Direct Costs**
- IV. Consultants**
- V. Subcontracts**
- VI. Indirect Costs**

EXHIBIT - A Cost Proposal Model

COST PROPOSAL INSTRUCTIONS
Technical Support for the Office of Children's Health Protection

The total period of performance for this contract is five (5) years, which includes a one-year base period and four one-year option periods. Your cost or price proposal shall be specific, complete in every detail, and separate from your technical proposal.

I. GENERAL - The offeror shall provide the following information (Items 1 - 7) on the first page of the pricing proposal:

- (1) Solicitation number;
- (2) Name and address of offeror;
- (3) Name and telephone number of point of contact;
- (4) Proposed cost, fee and total;
- (5) The following statement:
 "This proposal is submitted in response to the solicitation in Item 1. By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.";
- (6) Date of submission;
- (7) Name, title and signature of authorized representative

A. Clearly identify separate cost data associated with each year of the contract's period of performance.

1. Provide the above cost detailed breakdown on spreadsheets (cost schedules) as follows:
 - a. Total Contract Summary Proposal
 - b. Total Base Period (including base and optional quantities)
 3. Base Period, Base Quantity
 4. Base Period, Optional Quantities
 5. Total Option Period I (including base and optional quantities)
 6. Option Period I, Base Quantity
 7. Option Period I, Optional Quantities
 8. Total Option Period II (including base and optional quantities)
 9. Option Period II, Base Quantity
 10. Option Period II, Optional Quantities
 11. Total Option Period III (including base and optional quantities)

12. Option Period III, Base Quantity
13. Option Period III, Optional Quantities
14. Total Option Period IV (including base and optional quantities)
15. Option Period IV, Base Quantity
16. Option Period IV, Optional Quantities

PLEASE NOTE:

The cost proposal model provided as EXHIBIT - A may be used, however, offerors should tailor the model to their own normal accounting practices.

2. In accordance with FAR 15.403-3(a), provide information sufficient to support the Government's cost realism analysis of your cost proposal.
3. Submit a current financial statement, including a balance sheet and a statement of profit and loss for the last completed fiscal year. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).
4. If other divisions, subsidiaries, a parent or affiliated companies will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.
5. Whenever subcontractor effort is included in the proposed costs, the prime contractor shall include an additional supporting cost summary consolidating all costs (both contractor and subcontractor) by element for each contract period.

II. DIRECT LABOR

- A. The direct labor hours (level-of-effort (LOE)) appearing below are for professional labor only. These hours do not include management at a level higher than the project management or clerical support staff. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable labor-hours for these personnel. If this type of effort is

normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed.

- B. For the purpose of evaluation, offerors are required to propose the following LOE hours. The offeror's cost proposal shall only provide the distribution of LOE by professional labor types or categories in accordance with the Statement of Work and the Technical Proposal Instructions.

<u>Contract Year</u>	<u>Base Quantity</u>	<u>Optional Quantities</u>
Base Period	7820	2850
Option Period I	7820	2850
Option Period II	7820	2850
Option Period III	7820	2850
Option Period IV	7820	2850
Total Contract	39,100	14,250

- C. Offerors shall use the Labor Category Qualifications provided in Section (H) of the solicitation in preparing their technical and cost proposals.
- D. Attach support schedules indicating types or categories of labor, together with labor hours for each category and rate of compensation. Indicate the method used in computing the labor rate. If individual labor rates are proposed, give employee names. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge in accordance with your normal accounting treatment, are to be shown separately from that of the technical effort.
- E. When identifying individuals assigned to the project, specify in which of the professional categories the individual belongs.
- F. The direct labor hour mix and personnel proposed as part of the cost proposal shall be the same as proposed in the technical proposal.
- G. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained.

- H. State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.
- I. With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.
 - 1. Individual's name;
 - 2. Annual salary and the period for which the salary is applicable;
 - 3. List of other research projects or proposals for which salary is allocated, and the proportionate time charged to each; and
 - 4. Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charged as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

III. OTHER DIRECT COSTS

- A. Except as noted below in paragraph (D), for evaluation purposes, offerors shall propose ODC's in accordance with clauses in section B.4, H.9 and H.10 ..**
- B. Identify the major other direct cost items that would be a direct charge under your accounting system on any resulting contract.
- C. If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.
- D. Equipment (not including special equipment)
 - 1. EPA does not anticipate furnishing any equipment to the Contractor under this procurement except under unusual circumstances, for example, see paragraph (E) below.
 - 2. Identify existing Government-owned property in the possession of the

offeror which the offeror proposes to be used in the performance of the contract, and the Government agency which has cognizance over the property.

E. Facilities and special equipment, including tooling.

If special purpose facilities or equipment is being proposed, provide a description of these items, details of the proposed costs including competitive prices, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.

IV. CONSULTANT SERVICES

Identify the contemplated consultants. State the amount of service estimated to be required and the consultant's quoted daily or hourly rate.

V. SUBCONTRACTS

When the cost of a subcontract is substantial (10 percent of the prime contractor's estimated contract value or \$10,000, whichever is less), include details of subcontract costs in the same format as the prime contractor's costs. Include a cost or price analysis of the subcontract costs.

VI. INDIRECT COSTS (fringe benefits, overhead, general and administrative expenses).

- A. Unless your proposed indirect rate(s) have recently been accepted by a contracting agency of the Government, provide the following detailed supporting computations:
 - i. Include historical or budgeted data. Indicate whether your computations are based upon historical or projected data.
 - ii. Additionally, provide the actual indirect rates for the past five years including the indirect rates proposed, the actual indirect rates experienced and, if available, the final negotiated rates. For each rate, provide the total dollar amount for pool expenses (the numerator) and total allocation base costs (the denominator), and the number of unallowable costs included in the historical data.

- B. If your rates have been recently approved, include a copy of the agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.
- C. Offerors who propose indirect rates for new or substantially reorganized cost centers should consider offering to accept ceilings on the indirect rates at the proposed rates. Similarly, offerors whose subcontractors propose indirect rates for new or substantially reorganized cost centers should likewise consider offering to accept ceilings on the subcontractors' indirect rates at the proposed rates.

Note: The Government reserves the right to adjust an offeror's or its subcontractors' estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.

- D. The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.

PLEASE NOTE: **THIS COST PROPOSAL MODEL SHOULD BE
TAILORED TO YOUR NORMAL
ACCOUNTING PRACTICES**

**EXHIBIT A
COST PROPOSAL MODEL**

Technical Support for the Office of Children's Health Protection
RFP #PR-HQ-02-11075

SUMMARY **

<u>COST ELEMENT</u>	<u>TOTAL</u>
<u> HOURS </u> <u> COST </u>	<u> RATE </u>

A - DIRECT LABOR:

1. Professional Labor Category or Discipline
- 2.
- 3.
- 4.

Total Professional LOE

Total Clerical Hours (if applicable)

TOTAL - Direct Labor

B - FRINGE: (if applicable)

 % of Total Direct Labor Costs

C - LABOR OVERHEAD: (if applicable)

 % (Basis)

TOTAL - Fringe & Overhead

D - OTHER DIRECT COSTS:

1. Travel
2. Miscellaneous ODCs

TOTAL-Other Direct Costs

E - TEAM SUBCONTRACTORS

- 1.
- 2.
- 3.

TOTAL - Team Subcontractor Cost

F - SUBTOTAL - Estimated Cost without G&A

G- G&A EXPENSE: ____% (Basis) (if applicable)

H- TOTAL - Estimated Cost

I - FIXED FEE: ____% (Basis)

J - TOTAL - Estimated Cost and Fixed Fee

**** Indicate: Contract Period and Base of Optional Quantity (for example Base Period, Base Quantity; or Total Contract)**

Offerors should submit an original plus one signed copy of the solicitation Page 1 (SF 33) and any amendments as Volume III of their proposal.

9. The attachment entitled "SAMPLE SOW FOR WORK PLAN PROPOSAL" has been modified. The text is as follows:

Sample Task Order for OCHP Mission Contract Solicitation

TITLE: CONVENING AND FACILITATION SUPPORT FOR: EPA's Office of Children's Health Protection (OCHP)

I. BACKGROUND

The Environmental Protection Agency (EPA) released EPA's National Agenda to Protect Children's Health which outlined the environmental threats to children.

The Office of Children's Health Protection (OCHP) in the Office of the Administrator was formed in February 1997. The plans for this Office included the convening of the Children's Health Protection Advisory Committee (CHPAC). In keeping with the Agency's National Agenda to Protect Children's Health, OCHP and the CHPAC support and further EPA's commitment to child-protective environmental standards; to research policies on children's unique susceptibility and exposure to pollutants; and to community right-to-know and education on children's environmental health. **OCHP will also facilitate the Agency's compliance with Executive Order 13045 which seeks to strengthen policies and improve research to protect children, and ensure that new safeguards consider special risks to children.** This Executive Order created a multi-agency Task Force on the Protection of Children from Health Risks and Safety Risks (the "Task Force"). This Task Force is co-chaired by the Administrator of EPA and the Secretary of the Department of Health and Human Services (DHHS).

CHPAC will provide advice to EPA (the "Agency") on the issues of children's environmental health protection in the areas of science and research, regulatory review and re-evaluation, and communications and outreach , and economic issues. The multi-agency Task Force on the Protection of Children's Health Risks will address the same issues from a Federal government-wide perspective.

The Office of Children's Health Protection (OCHP) has established this balanced, board-based Federal Advisory Committee comprised of stakeholders from about 25 different interest groups. The CHPAC meets at least quarterly and currently has one active and three non-active Work Groups combined of CHPAC members and non-CHPAC members. The Task Force includes the heads of approximately 15 Federal Cabinet-level Departments, White House Councils, and Agencies. The Task Force has established a senior staff oversight subcommittee and four Work Groups of senior staff level personnel. Some of the Task Force meetings may require facilitation. OCHP also works with EPA's ten (10) regional offices on children environmental health issues. There may be a need for meetings of the EPA Regional children's health program coordinators that would require facilitation.

The CHPAC is chartered every 2 years. The first meeting was held in December 1997 and the charter has been renewed until September 30, 2004. The Task Force had the first plenary meeting in October, 1997 and will meet biannually. The Task Force senior staff oversight subcommittee and the Work Groups meet at least quarterly.

The CHPAC operates on a consensus agreement basis. The meetings will be held at least quarterly with the same plenary committee and work group meetings in conjunction with the plenary sessions. Most of the meetings will be 1 ½ - 2 ½ days with one of the days devoted to work group meetings. The Task Force plenary meetings will be held-bi-annually for 2 hour meetings. The subcommittees and the Work Groups meet as needed between plenary sessions.

The majority of the CHPAC meetings will be held in the Washington, DC area. Some Work Group meetings may be held in other locations as needed. The Task Force meetings will be held in the Washington, DC area.

The CHPAC will give advice to the Agency based on consensus agreement to further EPA's commitment to child-protective environmental standards: to research and policies on children's unique susceptibility and exposure to pollutants; to community right-to-know and education on children's environmental health; and to economics issues as they apply to children.

The Task Force will implement the activities set forth in the Executive Order which seeks to strengthen policies and improve research to protect children, and ensure that new safeguards consider special risks to children. The Task Force has identified four (4) priority areas: childhood cancer, asthma, unintentional injuries, and developmental disorders.

There may be additional new priorities established for the Task Force in 2004.

II. SCOPE OF WORK - TASKS

A. Preliminary Work

- 1. The CHPAC and the Task Force are very visible, high priority, and high impact activities for the Administrator and the Agency which requires senior level committed professionals not only in the convening and facilitation support, but also, logistics of meetings, and meeting management support. The CHPAC has 40 plenary members with**

approximately 10 additional Work Groups members. The task Force has 15 plenary members that are heads of Cabinet Departments, White House Councils, and other Agencies. These activities will be in consultation with the Project Officer (PO) AND Task Order Project Officer (TOPO), THE CHPAC Designated Federal Officer (DFO), and the Director of OCHP. There will be additional Work Groups formed by the CHPAC Chair and OCHP will assistance from the facilitator(s). The Task Force and subcommittees have also been convened and only requires facilitation and planning.

2. The dispute resolution professional(s) shall meet with the EPA TOPO, the CHPAC Designated Federal Officer (DFO), OCHP Office Director, and/or OCHP staff as needed to discuss substantive and procedural issues and define potentially involved interests and parties.
3. The Contractor shall submit a work plan in accordance with the requirements of this contract.
4. The prime contractor shall be responsible for oversight of deliverables on this delivery order and shall be responsible for transmission of monthly reports and invoices as required by the contract.

B. Convening Activities and Continuing Organizational Issues

1. When necessary and in consultation with the EPA TOPO, the CHPAC Designated Federal Officer (DFO), and the OCHP Office Director and the contractor, the contractor shall identify and contact affected interest groups (for work groups and any plenary members that may need to be replaced) and potential parties to discuss the goals and purpose of the CHPAC and the technical or substantive issues of the CHPAC.
2. The contractor shall contact potential parties to obtain commitments to participate in the CHPAC plenary and work groups.

C. Facilitation

If needed at any time during the life of any of the above listed activities, EPA TOPO may schedule and the contractor shall conduct training exercises or other activities to include such things as orientation to the consensus-building process. The orientation shall include team building exercises and discussions and/or exercises designed to increase understanding of collaborative problem

solving and win/win bargaining.

1. The contractor shall implement and revise, if necessary; the CHPAC operating principles and ground rules. At any time during the life of the CHPAC, the contractor shall assist the group in further developing and refining the ground rules or operating principles of all committee and shall distribute these rules to the committee members.
2. The contractor shall provide a final agenda to the TOPO, and the CHPAC DFO for each CHPAC plenary meeting and work group meetings. The contractor shall distribute the final agenda to the TOPO, DFO, committee members, other participants, and interested parties. The agenda shall reflect superior professional expertise in meeting design.
3. The contractor shall communicate in person, by phone or in writing with committee members and other participants between meetings to ensure that CHPAC issues and concerns have been communicated accurately and that committee members are adequately prepared for the next meeting. The contractor shall send out final meeting materials to the members prior to the meetings.
4. The contractor shall facilitate plenary and work group sessions (face-to-face meetings and conference calls) of the CHPAC, and as requested for Task force plenary and subcommittee meetings, and meetings of EPA regional program coordinators of children's health. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, he(s) shall keep the parties talking, listening, and moving – as much as possible – towards the goal of the process. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF A ISSUE SHOULD BE.**
5. The contractor shall provide meeting summaries of CHPAC plenary and work group meetings, Task Force plenary and subcommittee meetings, and EPA regional children's health coordinators to the TOPO, the CHPAC DFO, the Task Force coordinator and the committee members. The meeting summaries shall only include agreements, outstanding issues, action items, and work assignments. The summaries shall not include attributions except for clarification or assignment of work. The facilitator shall distribute final meeting summaries to the TOPO and CHPAC DFO, committee members and

other participants.

6. As in facilitation and convening, it is important that expert, experienced committed professionals are required for logistics, meeting preparation, meeting implementation, and meeting follow-up. These professionals should be flexible during meetings to adapt for preparation of the next day's activities, if needed. The contractor shall provide meeting facilities, meeting set-up, full meeting implementation, and full administrative and technical support including preparation of pre-meeting materials, meeting materials (binders, etc), name tags, name tents, post-meeting materials, audio-visual, and other needed equipment for all meetings of the plenary group and workgroups for the CHPAC. The contractor shall consult with EPA TOPO and DFO on the selection of meeting facilities and meeting materials. The contractor shall provide meeting facilities for the Task Force. Child Health Champion community meetings, and regional children's health coordinators, if requested.
7. Only to the maximum extent legally permissible, the contractor shall determine the travel logistics for CHPAC members by obtaining the members' travel itineraries, contact the government travel agency, and transmit the itineraries to OCHP for processing the travel authorizations.
8. The contractor shall provide subject matter experts in the field of pediatric medicine, developmental disorders, pediatric oncology, communications, economics, childhood unintentional injuries, and other relevant disciplines as identified by the CHPAC, Task Force, or OCHP under procedures described in the base contract for approval of subcontractors and consultants. The subject matter expert shall perform the following tasks:
 - a) Provide expert testimony, briefings, presentations, literature searches, or discussions with the CHPAC, Task Force, or OCHP.
 - b) Write scientific issues papers to provide information in specific areas, and
 - c) Other tasks as identified by the CHPAC, Task Force, or OCHP and agreed to by the EPA TOPO.
9. The contractor shall arrange for the participation of subject matter specialists in the disciplines listed in Task #8 as identified by CHPAC, the Task Force, or OCHP for presentations at committee meetings as [speakers, presenters, panelists]. The contractor shall pay the travel.

10. The contractor shall furnish a draft final report of these efforts of the above listed activities to the PO (one copy) and TOPO (five copies). The contents shall include:
 - (a) A three page executive summary of any negotiations including the background, the issues discussed, the resolutions of the issues, the parties involved and follow-up activities to be accomplished
 - (b) A one page public statement of the background and accomplishments of these committees derived from the information above.
 - (c) Final Meeting Summaries with relevant and necessary attachments including lists of public observers;
 - (d) Copies of documents compiled by or agreed upon by the committee (ground rules, agreements, statements, fact sheets, etc).
 - (e) Mailing list for the CHPAC and alternates and any other mailing list(s) kept for communication purposes by the facilitator.
 - (f) Relevant substantive correspondence between the facilitator and the participants,
 - (g) A one page sheet summarizing the final budget for each of the projects. The budget shall be broken into two main categories: labor and other direct costs (ODC). The labor category shall show the number of hours of labor and resultant costs for each labor category. The labor category shall be subdivided into convening and negotiation phases where the project covered both phases. The other direct costs shall show the total costs for travel of facilitation team, participant or speaker travel (where incurred), communications costs (deliver, phone, fax, mail), meeting room and equipment costs, consultation costs (where incurred). The cumulative monthly report for the last reporting period or the final invoice if it summarizes the total costs of the project as described above can be used for this purpose.
 - (h) A process evaluation by the facilitator summarizing results of the effort, analysis of issues and balance of parties, procedural lessons learned, and recommendation for improvements in the process.
11. The PO and TOPO will review the draft final report and provide comments

and revisions as necessary. The contractor will prepare the final report incorporating their comments and revisions. The contractor shall provide one (1) copy of the final report to the Project Officer and five (5) copies to the Program Office contact. The contractor shall consult with the PO and TOPO regarding the form of (electronic or hard copy) of the final report.

III. WORK APPROACH

1. In gathering information or performing research with parties outside of EPA, the contractor will identify him/her self as a contractor to EPA, not an EPA employee.
2. The contractor shall provide input or make recommendations based on the information gathered, however, decisions on all substantive issues will be made by EPA. **THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.**

IV. REPORTS AND DELIVERABLES

1. The contractor shall send EPA all reports in accordance with the terms of the basic contract.
2. The contractor shall provide a work plan within the schedule provided in the basic contract as set out below.
3. Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the PO and the TOPO listed below. If oral briefings are scheduled for EPA staff, the PO shall be notified in time to attend.
4. All reports shall be provided first in draft form. Upon receipt of comment from the EPA PO and TOPO, the contractor shall revise the report and distribute final copies as stated in the scope of work.

Schedule

Due No Later Than:

Work plan business days from date of issuance	10
Oral convening Reports declaration of need	Weekly after OCHP
Final Meeting Agendas meetings	Two (2) weeks before
Mail out of final meeting materials meetings (binders, etc)	One (1) week before
Final Meeting summaries receipt of comment	Two (2) weeks after
Final Report of Process receipt of comment	Two (2) weeks after

V. Funding Phases of Task Order

The proposed work of this Task Order should be performed accordingly:

- June 2003 CHPAC plenary and Science & Regulatory and Smart Growth Work Group meetings
- 1 Fall CHPAC plenary meeting (November) 2003
- Spring 2004 CHPAC plenary meeting
- 2 Science and Regulatory Work Group meetings prior to Fall 2003 meeting
- 2 Science and Regulatory Work Group meetings prior to Spring meeting
- 4 Science and Regulatory Work Group conference calls prior to Fall 2003 meeting
- 4 Science and Regulatory Work Group conference calls prior to Spring meeting
- CHPAC Science and Regulatory Work Group Meeting
- Expert consultants retained to prepare issue papers for the CHPAC and Task Force
- Ongoing coordination with EPA and oversight/monthly reports
- Conference calls and organization for future CHPAC work groups
- Task Force plenary and committee meetings
- Training as needed for CHPAC and Task Force
- EPA regional program coordinators for children's health

- August 2003 OCHP planning meeting

VI. PERIOD OF PERFORMANCE

The period of performance of this delivery order shall be for 12 months from award.